



# MANAGEMENT STAFF

On Duty Strength - 31 October 1954

## Legend

P - Professional  
C - Clerical  
T - Total

25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

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25X1A

25X1A

25X1A

Management Staff

Office of the Chief

Organization and Methods Staff		
	P	C
DD/P Area		
DD/I Area		
DD/A Area		
Total		

Business Machines Service

Records Management Division
Office of the Chief

Regulations Control Staff

Forms Branch

Reports and Correspondence Branch

Records Systems Branch

Records Disposition Branch

Records Center Branch

TAB E

MANAGEMENT STAFF

Budget Statement - Fiscal Year 1955

25X1A

Management Staff	
.01	
All Other	
Total	

Office of the Chief (including Organization and Methods Staff and Business Machines Service)	
.01	
All Other	
Total	

25X1A

Regulations Control Staff	
.01	
All Other	
Total	

Records Management Division	
.01	
All Other	
Total	

25X1A

25X1A

Management Staff

Functions and Activities

As authorized by CIA Regulation [redacted] this Staff, under the Deputy Director (Administration), is responsible for administering the Agency's Management Program, developing and recommending plans, programs, policies and procedures designed to improve management and/or efficiency throughout the Agency; administers the Agency Records Management and Vital Materials Programs and the Agency regulatory system.

25X1A

Office of the Chief

The Chief, Management Staff provides executive and administrative direction to the Management Staff in the performance of its function. He is responsible for conducting a continual review of Agency progress in management improvement and for recommending changes designed to eliminate existing management deficiencies. He renders appropriate staff guidance and advice to all components of the Agency relating to current and anticipated management problems; directs the Agency Records Management and Vital Materials Program and the Agency regulatory system; and arranges for the use of outside management consultants when required.

Organization and Methods Staff

25X1A This Staff conducts studies of organization, functions, systems and methods to determine where deficiencies exist and recommend necessary changes in order to effect better management in respect to employees, and utilization of money and materials; reviews and coordinates proposals for changes in Tables of Organization and personnel ceilings as authorized by CIA Regulation [redacted] and makes recommendations as to numbers and types of positions and manpower required to perform specific functions; conducts work measurement, manpower distribution and utilization surveys and makes recommendations related thereto; conducts research on management techniques and disseminates resultant information throughout the Agency; and provides management consulting service to all elements of the Agency.

For greater operational efficiency, this Staff is sub-divided into three Area groups - DD/A, DD/I and DD/P. An Assistant Management Officer directs the management program in each one of the respective area groups thereby adhering to the principle of need to know, a better concentration of effort and a more complete understanding of the problems of their respective areas.

Business Machines Service

This Service renders consultant services to all elements of the Agency when installation of business and statistical machines is under consideration

to assure acquisition of machines which most economically and effectively meet the Agency needs; reviews all requisitions for, and application of, office business machines and equipment and makes recommendations related thereto; coordinates research in cooperation with manufacturers in the development of more efficient office equipment.

#### Regulations Control Staff

This Staff is the central control staff for the administration of the Agency regulatory system. (Regulations, Notices, and Handbooks, both Headquarters and Field). It establishes publication standards (format, language, typography, numbering, grouping and paragraphing); recommends revision of Agency policy for maintaining a continuous review of Agency regulatory issuances; maintains official records of the coordination and authentication of regulatory issuances; renders advice and assistance to Agency components in planning and organizing regulatory materials; expedites and assists in the general development and formal coordination of proposed issuances.

#### Records Management Division

The Central Intelligence Agency complies with the Federal Records Act of 1950 and the Records Disposal Act insofar as it does not conflict with the provisions of Public Law 253 which provides that the Director of Central Intelligence "shall be responsible for protecting intelligence sources and methods from unauthorized disclosure".

This Division directs an Agency-wide Records Management Program covering:

- a. The creation of Records.
- b. Their maintenance, organization and use in the conduct of current business.
- c. The transfer, preservation or destruction of those records not currently required or seldom used.
- d. The selection and maintenance of vital materials.
- e. Liaison with other government agencies.

#### Forms Management Branch

This Branch directs a program covering:

- a. The design, utilization and distribution procedures of forms including the assignment of form numbers.
- b. Development, maintenance and distribution of an agency forms index.

c. Conducts surveys and special studies of forms to determine their adequacy and make recommendations for improvement in design.

Reports and Correspondence Management Branch

This Branch directs a program covering:

- a. The elimination and prevention of unnecessary reporting.
- b. The improvement of the quality of correspondence and the simplification of correspondence preparation.

Systems Branch

This Branch directs a program covering:

- a. Procedures for the maintenance of active records, including standards for the use of filing equipment and filing supplies.
- b. Utilization of microfilm.
- c. Selection, deposit and maintenance of vital materials.

Records Disposition Branch

This Branch directs a program covering:

- a. The inventory of records and an analysis to determine their retention value.
- b. Records disposition including Congressional authorizations.
- c. Liaison with other Federal agencies on the destruction, preservation, loan and transfer of records.

Records Center Branch

This Branch formulates the standards and procedures responsive to Agency requirements for the transfer and servicing of semi-active and inactive records, stores and protects inactive records and provides reference service; destroys records in accordance with approved schedules; preserves records with permanent or long retention value.